

**Level II  
Relicensure Portfolio  
(March 2010)**



**Educator Quality Division  
(802) 828-2445**



# Vermont Educator

## Relicensure Portfolio



Name \_\_\_\_\_

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<b>Section A</b>
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## **Vermont Educator Renewal Form**

Replace this page with your **completed** and **signed original** Vermont Department of Education License Renewal Form.

Please also include in the section:

- \_\_\_ Check made payable to **DOE-Licensing Office** (see renewal instructions for correct check amount)
- \_\_\_ Completed, signed, and dated Disclosure form
- \_\_\_ Completed, signed, and dated Child Support/Taxes/Unemployment Compensation form
- \_\_\_ Orange postcard stamped and self-addressed (this is your verification that the DOE-Licensing Office has received your renewal materials)
- \_\_\_ Any Criminal Record Check forms that should **(if applicable)** accompany your renewal

**\*Please Note:** **NOT** all educators receive Criminal Record Check (CRC) Packets/Forms with their renewals. You will only need to attend to these if you did receive a CRC packet with your renewal.

If you did receive a CRC packet with your renewal and checked **NO** on the Statement Regarding Fingerprint Supported Criminal Record Check (cherry) form, then please consider sending in the four (4) CRC forms well in advance of sending in your renewal materials, so your renewal will not be delayed.

<b>Section B</b>
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## **Personal Information Sheet**

Replace this sheet with your personal information.

Name: \_\_\_\_\_

School (if applicable): \_\_\_\_\_

Current Teaching/Administrative  
Position or Occupation \_\_\_\_\_

Endorsement(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Portfolio Years Pertaining  
to Endorsement(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **Current Vermont Educator License**

Replace this page with a copy of your current Vermont Educator License and if applicable copies of any valid additional licenses/certificates required by the endorsement(s) being renewed.

## **Current Individual Professional Development Plan**

Replace this page with your current (expiring) Individual Professional Development Plan (IPDP) for the last seven years (if applicable) and any amendments to your IPDP.

## **Professional Development Activities**

Replace this page with evidence of a minimum of 135 hours/nine (9) relicensing credits for each endorsement being renewed (45 hours/three (3) credits must address the specific knowledge and performance standards of each endorsement being renewed.)

This is the section where the completed Professional Development Verification Worksheet and all required/necessary documentation should be placed.

You do not need to include more documentation (hours/credits) than needed here. Additional documentation should be placed at the back of the portfolio.

**Important: Do not discard any documentation pertaining to this portfolio/license renewal until you receive your new license from the Licensing Office.**



<b>Section F</b>
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## **Goal One**

This section should contain:

\_\_\_ Goal One Statement

\_\_\_ Goal One Reflective Narrative

\_\_\_ Documentation that you have met Goal One

Replace this page with your Goal One statement taken directly from your IPDP.

<b>Section F</b>
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## Goal One Reflective Narrative

Replace this page with a reflective narrative on Goal One that addresses:

- \_\_\_ Your new learning and its impact upon your professional practice;
- \_\_\_ How changes in your professional practice in relationship to this goal have impacted student performance (or how you would expect to impact student performance if not currently working with students);
- \_\_\_ If applicable, link this goal and activities with school/district action plans or improvement initiatives;
- \_\_\_ How you addressed some/all of the ***Five Standards for Vermont Educators*** (remember all five Standards must be addressed over the three goals, but not for every goal); and
- \_\_\_ If applicable, explain how you addressed the knowledge and performance standards of the endorsement(s) being renewed.

<b>Section F</b>
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## **Documentation for Goal One**

Replace this page with one to two pieces of evidence that documents that you have met your goal.

Your evidence/documentation should be examples of whatever was indicated in the **Measurable** statement of Goal One.

Some examples of evidence/documentation may be (but not limited to):

- \_\_\_ Sample of work associated with the goal (students/yours)
- \_\_\_ Letter(s) from an organization/administrator on letterhead
- \_\_\_ Transcripts/certificates
- \_\_\_ Pictures with captions
- \_\_\_ DVD
- \_\_\_ Classroom data
- \_\_\_ Testing results
- \_\_\_ Logs

\* If you feel you need or would like to show more than two pieces of evidence for this goal, please place them at the back of the portfolio indicating further documentation for Goal One using captions/notations.

## **Goal Two**

This section should contain:

\_\_\_ Goal Two Statement

\_\_\_ Goal Two Reflective Narrative

\_\_\_ Documentation that you have met Goal Two

Replace this page with your Goal Two statement taken directly from your IPDP.

<b>Section G</b>
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## Goal Two Reflective Narrative

Replace this page with a reflective narrative on Goal Two that addresses:

- \_\_\_ Your new learning and its impact upon your professional practice;
- \_\_\_ How changes in your professional practice in relationship to this goal have impacted student performance (or how you would expect to impact student performance if not currently working with students);
- \_\_\_ If applicable, link this goal and activities with school/district action plans or improvement initiatives;
- \_\_\_ How you addressed some/all of the ***Five Standards for Vermont Educators*** (remember all five Standards must be addressed over the three goals, but not for every goal); and
- \_\_\_ If applicable, explain how you addressed the knowledge and performance standards of the endorsement(s) being renewed.

## Documentation for Goal Two

Replace this page with one to two pieces of evidence that documents that you have met your goal.

Your evidence/documentation should be examples of whatever was indicated in the **Measurable** statement of Goal Two.

Some examples of evidence/documentation may be (but not limited to):

- \_\_\_ Sample of work associated with the goal (students/yours)
- \_\_\_ Letter(s) from an organization/administrator on letterhead
- \_\_\_ Transcripts/certificates
- \_\_\_ Pictures with captions
- \_\_\_ DVD
- \_\_\_ Classroom data
- \_\_\_ Testing results
- \_\_\_ Logs

\* If you feel you need or would like to show more than two pieces of evidence for this goal, please place them at the back of the portfolio indicating further documentation for Goal Two using captions/notations.

## **Goal Three**

This section should contain:

\_\_\_ Goal Three Statement

\_\_\_ Goal Three Reflective Narrative

\_\_\_ Documentation that you have met Goal Three

Replace this page with your Goal Three statement taken directly from your IPDP.

<b>Section H</b>
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## **Goal Three Reflective Narrative**

Replace this page with a reflective narrative on Goal Three that addresses:

- \_\_\_ Your new learning and its impact upon your professional practice;
- \_\_\_ How changes in your professional practice in relationship to this goal have impacted student performance (or how you would expect to impact student performance if not currently working with students)
- \_\_\_ If applicable, link this goal and activities with school/district action plans or improvement initiatives;
- \_\_\_ How you addressed some/all of the ***Five Standards for Vermont Educators*** (remember all five Standards must be addressed over the three goals, but not for every goal); and
- \_\_\_ If applicable, explain how you addressed the knowledge and performance standards of the endorsement(s) being renewed.



## Documentation for Goal Three

Replace this page with one to two pieces of evidence that documents that you have met your goal.

Your evidence/documentation should be examples of whatever was indicated in the **Measurable** statement of Goal Three.

Some examples of evidence/documentation may be (but not limited to):

- \_\_\_ Sample of work associated with the goal (students/yours)
- \_\_\_ Letter(s) from an organization/administrator on letterhead
- \_\_\_ Transcripts/certificates
- \_\_\_ Pictures with captions
- \_\_\_ DVD
- \_\_\_ Classroom data
- \_\_\_ Testing results
- \_\_\_ Logs

\* If you feel you need or would like to show more than two pieces of evidence for this goal, please place them at the back of the portfolio indicating further documentation for Goal Three using captions/notations.

## **New Individual Professional Development Plan**

Replace this page with a copy of your new Individual Professional Development Plan (IPDP) for your next licensure cycle (seven years).

Remember:

\_\_\_ You must have three (3) IPDP goals which collaboratively address your endorsement(s) and all five (5) Educator Standards.

\_\_\_ The professional development hours/credits you submit for approval will have to align with one or more of your IPDP goals.

\_\_\_ Keep a copy of your IPDP in a safe place. Familiarize yourself with it and refer to it often.

\_\_\_ If necessary amend your IPDP over the next licensure cycle to fit your changing situation and the needs of your students.

## Reference Materials

Replace this page with your reference materials:

- \_\_\_ Copy of the *Five Standards for Vermont Educators*  
can be found online at:  
<http://education.vermont.gov/new/html/maincert.html>
- \_\_\_ Copy of your endorsement(s) knowledge and performance standards  
Can be found online at:  
<http://education.vermont.gov/new/html/maincert.html>
- \_\_\_ Copy of your school's action plan, if applicable.

## **Portfolio Checklist**

Replace this page with your signed DOE-Licensing Office Portfolio Checklist.

Educator's Name \_\_\_\_\_

## Portfolio Checklist

L/RSB

1. \_\_\_\_\_ **Personal Information**

- \_\_\_\_\_ Name
- \_\_\_\_\_ School
- \_\_\_\_\_ Current Teaching or  
Administrative Position
- \_\_\_\_\_ Years Pertaining to Portfolio

2. \_\_\_\_\_ **Completed and signed Vermont  
Department of Education License  
Renewal Form**

3. \_\_\_\_\_ **Table of Contents**

4. \_\_\_\_\_ **Copy of current Vermont  
Educator License and, if  
applicable copies of any valid  
licenses or credentials required  
by the endorsement**

5. \_\_\_\_\_ **Expiring IPDP and any  
amendments**

6. \_\_\_\_\_ **Evidence of a minimum of 135  
hours/nine (9) relicensing  
credits for each endorsement  
(45 hours/three (3) credits of  
which address the specific  
knowledge and performance  
standards of each endorsement  
being renewed)**

7. \_\_\_\_\_ **Documentation/evidence of  
professional growth that shows  
how the *Five Standards for  
Vermont Educators* and IPDP  
goals have been met**

8. \_\_\_\_\_ **Reflective narrative on each of  
the expiring IPDP goals that  
addresses:**

- \_\_\_\_\_ New learning and its impact upon  
professional practice;
- \_\_\_\_\_ How changes in professional  
practice have impacted student  
performance;
- \_\_\_\_\_ A link between IPDP goals  
and activities and school/district  
action plans or improvement  
initiatives; and
- \_\_\_\_\_ Demonstrates growth in each of  
the *Five Standards for Vermont  
Educators*

9. \_\_\_\_\_ **New approved IPDP for the next  
licensure cycle**

10. \_\_\_\_\_ **National Board Certificate or  
Letter from Vermont DOE  
National Board Coordinator for  
endorsement \_\_\_\_\_**

Board Action: Portfolio Accepted \_\_\_\_\_ Portfolio Returned for Revision \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Revision: \_\_\_\_\_

\_\_\_\_\_

## **Additional Material/Evidence**

Place any additional material/evidence that you may wish to include in your portfolio in this section.



The following Department of Education websites are resources for the relicensing process:

**Educator Licensing**

<http://education.vermont.gov/new/html/maincert.html>

**Licensing Regulations and Endorsements**

[http://education.vermont.gov/new/html/licensing/regulations\\_endorsements.html](http://education.vermont.gov/new/html/licensing/regulations_endorsements.html)

***The Vermont Relicensing Process.... A Handbook for Educators***

[http://education.vermont.gov/new/pdfdoc/prodev/educators\\_handbook\\_06\\_rev\\_03\\_06.pdf](http://education.vermont.gov/new/pdfdoc/prodev/educators_handbook_06_rev_03_06.pdf)

***Five Standards for Vermont Educators: A Vision for Schooling***

[http://education.vermont.gov/new/pdfdoc/pgm\\_prostandards/vsbpe/five\\_standards\\_03.pdf](http://education.vermont.gov/new/pdfdoc/pgm_prostandards/vsbpe/five_standards_03.pdf)

**Activities that Qualify for Professional Development Credit**

[http://education.vermont.gov/new/pdfdoc/licensing/forms/renewal\\_non-lsb/prodev\\_activities.pdf](http://education.vermont.gov/new/pdfdoc/licensing/forms/renewal_non-lsb/prodev_activities.pdf)

**Professional Development: Department of Education**

<http://education.vermont.gov/new/html/mainprodev.html>

**Vermont Institutes**

<http://www.vermontinstitutes.org/>